



DEPARTMENT OF THE NAVY
BUREAU OF MEDICINE AND SURGERY
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Canc: Mar 2015
IN REPLY REFER TO
BUMEDNOTE 6150
BUMED-M3B2
10 Mar 2014

BUMED NOTICE 6150

From: Chief, Bureau of Medicine and Surgery
To: Ships and Stations Having Medical and Dental Department Personnel

Subj: GUIDELINES FOR MEDICAL AND DENTAL ABBREVIATIONS AND INTERIM
CHANGE TO MANMED CHAPTERS 16 AND 21

Ref: (a) MANMED, Chapter 16, article 16-15
(b) MANMED, Chapter 21, article 21-3
(c) The Joint Commission (TJC) Accreditation Manuals for Hospital, Ambulatory
Behavioral Health, and Home Care, current editions

Encl: (1) "Do Not Use" Dose Designations and Abbreviations

1. Purpose. To update guidelines for the use of medical and dental abbreviations on medical and dental forms. This notice provides additional guidance and supersedes the guidance in references (a) and (b) as follows:

- a. MANMED, Chapter 16, article 16-15, paragraph (10)(f).
- b. MANMED, Chapter 21, article 21-3, paragraph (2)(f)14 and (3)(b)8.

2. Cancellation. BUMEDNOTE 6150 of 11 Jan 2008.

3. Background. Inconsistencies in medical and dental abbreviations are a potential source of miscommunication between providers and may result in adverse patient outcomes. All Navy medical and dental commands must utilize a standardized set of medical and dental abbreviations to alleviate inconsistencies and errors.

4. Action. Navy medical and dental commands will comply with the Navy Medicine "Do Not Use Dose Designations and Abbreviations" List, hereafter referred to as the "Do Not Use List," enclosure (1). This list was developed based on reference (c) requirements and Navy data analysis. In utilizing abbreviations, the following additional guidelines shall be adhered to:

- a. Any medical or dental abbreviations used shall only be from standardized medical and dental terminology references or resources.
- b. Abbreviations and symbols will not be used to record final diagnoses, but are permitted elsewhere in the medical and dental records where they do not hamper communication between practitioners.

10 Mar 2014

5. Point of Contact is Ms. Carmen Birk at (703) 681-9187, or e-mail carmen.birk@med.navy.mil.
6. Records Management. Records created as a result of this notice, regardless of media and format, shall be managed per SECNAV Manual 5210.1 of January 2012.



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“DO NOT USE” DOSE DESIGNATIONS AND ABBREVIATIONS

To improve patient safety and avoid future errors and potential harm, Navy has standardized the list of **Do Not Use** dose designations and abbreviations throughout our medical treatment facilities (MTFs). **These Dose Designations and Abbreviations** apply to all orders, preprinted forms, prescription labels, and medication-related documentation that are handwritten, including free-text computer entry.

“Do Not Use” Dose Designations and Abbreviations			
<i>Dangerous Term</i>	<i>Intended Meaning</i>	<i>Potential Problem</i>	<i>Correction</i>
“Trailing Zeros”	Example: Dose of 1mg written as 1.0mg	Decimal may be misinterpreted or overlooked in handwriting and with the use of carbon and faxed copies resulting in 10-fold overdose	*Never use a “trailing” zero! Warfarin 2mg
“Naked Decimals” or Lack of Leading Zero	Example: Dose of 0.5mg written as .5mg	Decimal may be misinterpreted or overlooked in handwriting and with the use of carbon and faxed copies resulting in 10-fold overdose	Never use a “naked” decimal! Always use a zero before a decimal Morphine 0.5mg
U or u	Unit	Read as a zero (0) or a four (4), causing a 10-fold overdose or greater (4U seen as “40” or 4u seen as 44”)	“Unit” has no acceptable abbreviation. Write out “unit.”
µg	Microgram	Mistaken for “mg” when handwritten	Use “mcg” or “micrograms”
Q.D., QD, q.d., qd, or Q/D	Every Day or Daily	Mistaken for QID and drug given 4 times daily	Write out “every day” or “daily”
Q.O.D., QOD, q.o.d., or qod	Every other Day	Mistaken for QID or QD	Write out “every other day”
MgSO4	Magnesium Sulfate	Misread as Morphine Sulfate	Use complete spelling for drug names.
MS MSO4	Morphine Sulfate	Misread as Magnesium Sulfate	
I.U. or IU	International Unit	Mistaken as I.V. (intravenous) or 10 (ten)	Write out “International Unit”
T.I.W	Three times a week	Misinterpreted as “three times a day” or “twice a week”	Write out “three times a week”
SS	Sliding Scale or 1/2 (apothecary)	Misinterpreted as “55”	Write out “sliding scale” Use “one-half” or 1/2

Exception: A “trailing zero” may be used only where required to demonstrate the level of precision of the value being reported, such as for laboratory results, imaging studies that report lesion size, or catheter/tube sizes. It may not be used in medication orders or other medication-related documentation. Adapted from the 2013 Joint Commission Standard IM.02.02.01. The hospital effectively manages the collection of health information.